

## SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

#### 1.2 CHANGES IN THE WORK

- A. Contracting Officer's Technical Representative (COTR) will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on forms approved by Government and Contractor.

#### 1.3 PROPOSAL REQUESTS

- A. FAA-Initiated Proposal Requests: COTR or Project engineer will issue a detailed description of proposed changes thru the CO that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Proposal Requests issued by COTR are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
  - 2. Within 3 working days after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change. Time period for submitting a quotation may be extended if the requested work requires a new subcontract and not just a modification to an existing subcontract.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to the contracting officer thru the COTR.
  - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.

2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made.
  3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  4. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- C. Proposal Request Form: Use standard FAA Change Order documents or other form as approved by the COTR.

#### 1.4 CHANGE ORDER PROCEDURES

- A. On FAA's approval of a Proposal Request, CO will issue a Change Order for signatures of FAA and Contractor on standard FAA form.

#### 1.5 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: COTR may issue a Construction Change Directive approved by the CO. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 26 00